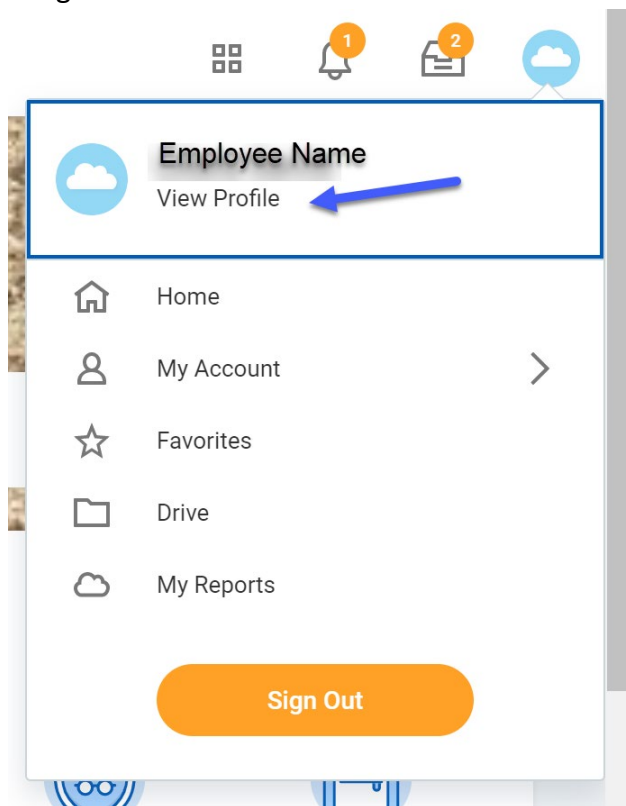
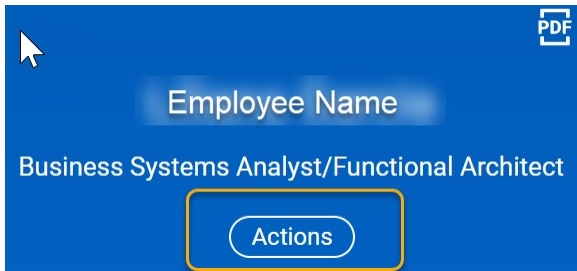


Updating Your Contact Information in Workday

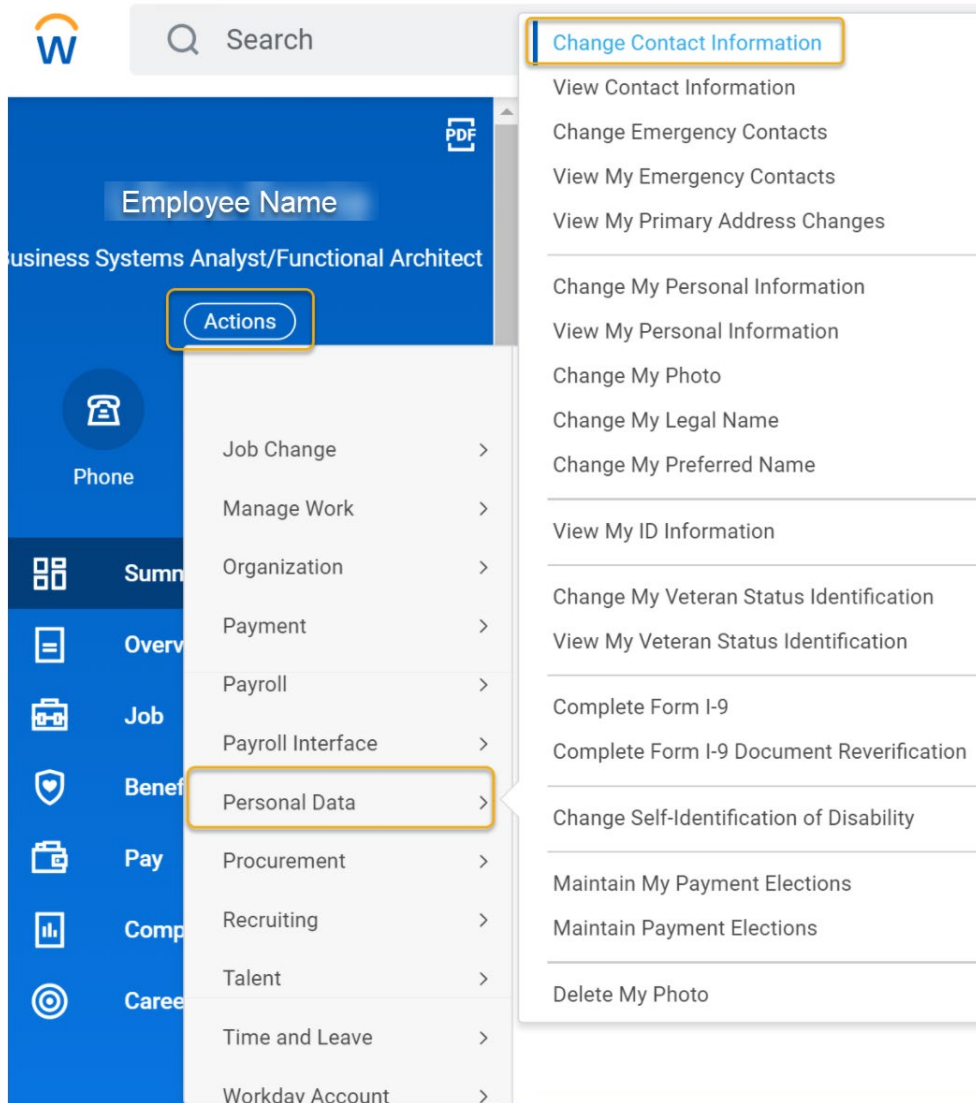
1. Navigate to <https://unlv.edu/workday> and log into Workday using your ACE credentials. If you do not know your ACE username and password, please contact the Office of Information Technology at (702) 895-0777 or email ithelpdesk@unlv.edu.
2. Navigate to your employee profile by clicking the cloud icon in the upper right-hand corner of the screen (or your profile photograph) and selecting View Profile as in the image below.



3. Click the Actions button, located beneath your name.



4. Scroll down to Personal Data and select Change Contact Information.



5. Review your address, phone number, and email address and make changes as necessary by selecting the pencil-shaped Edit icon. Please note, work phone and business location information is housed in Archibus Web Central. If you need if your work phone or business location updated, please contact your department's administrative assistant for assistance.
6. Click Submit at the bottom of your screen.
7. If you have any questions, please contact the [Workday Support Team](#) at workdaysupport@unlv.edu or 702-774-4242.